

Information Technology Resource Management Council (ITRMC)

Meeting Minutes

(Approved by Council February 20, 2001)

December 5, 2000

8:30 a.m. to 11:00 a.m., West Conference Room, Joe R. Williams Building
700 West State Street, Boise, Idaho.

The December 5, 2000 meeting of the Information Technology Resource Management Council (ITRMC) was held in the West Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

CALL TO ORDER, WELCOME

The meeting was called to order by Pam Ahrens, Council Chairman, who welcomed members and guests present.

ATTENDANCE

Members/Designates Present:

Ms. Pam Ahrens, Chairman
Sen. Hal Bunderson, Idaho Senate
Rep. Bert Marley, Idaho House
Mr. Dwight Bower, Agency Executive Office
Mr. Roger Parks, Private Industry Representative
Mr. John Peay, Judicial Representative
Ms. Mary Elizabeth Jones, Rural Representative
*Mr. Rich Mincer, Dept. of Education
*Major Dave Rich, Idaho State Police
*Ms. Nancy Szofran, State Board of Education
*Mr. Charles Wright, Dept. of Health & Welfare
*Mr. Byron Keely, Local Highway Technical Assistance Council
*Ms. Connie Spofford, Idaho Industrial Commission
*Mr. Laird Justin, State Controller's Office

Absent Members:

Sen. Clint Stennett, Idaho Senate
Mr. Karl Kurtz, Agency Executive Officer
Col. Ed Strickfaden, Public Safety Official
Mr. Eric Beck, Agency IS Representative
Mr. Ken Harward, Local Gov't. Representative
Dr. Gregory Fitch, State Board of Education
Dr. Marilyn Howard, Dept. of Education
Mr. J.D. Williams, State Controller

*Designate

Others Present:

Mr. Pete Cenarrusa, Secretary of State
Mr. Brad Alvaro, Dept. of Corrections
Mr. Kevin Iwersen, DITCS
Mr. Bob Hunter, CTG
Ms. Dodie Linder, DITCS
Ms. Carla Casper, DITCS
Mr. Robert Smith, IDL
Ms. Liza Fox, ITRMC Staff
Mr. Jeff Rompala, ITRMC Staff

Mr. Scott Somerhalder, Access Idaho
Mr. Joe Roche, DITCS
Mr. Mark Little, DOP
Mr. Dave Gruenhagen, IDL
Mr. Ben Ysursa, Secretary of State's Office
Mr. David Boyland, IDL
Mr. Jeff Servatius, IDL
Ms. Emily Gales, ITRMC Staff
Mr. Bill Farnsworth, ITRMC Staff

MOTION TO APPROVE OCTOBER 11, 2000 MINUTES

Chairman Pam Ahrens advised approval of previous meeting minutes would be postponed due to a lack of quorum.

OVERVIEW OF IDAHO VOTING SYSTEMS

Bill Farnsworth introduced the **Secretary of State Pete Cenarrusa** who presented background on Idaho voting process/procedures. The Secretary of State's presentation was given in response to a letter **Senator Hal Bunderson** had sent to Chairman Ahrens regarding the national attention given to the problems related to voting procedures during the recent presidential election. Senator Bunderson wanted to know if ITRMC should investigate recent technological developments that might address some of these issues for the state of Idaho.

The responsibility for voting procedures clearly resides at The Secretary of State's Office, said Senator Bunderson. Mr. Cenarrusa responded that for the Association of Secretaries of State across the nation, this is a "front burner" type issue as well. He mentioned that the Secretary of State's Office is glad to participate and do whatever they can in this age of technology. We have come a long way in short matter of time, said Cenarrusa, referring to an historic election held in Alturas County, Idaho. Presently, Idaho has a central office and it is run uniformly throughout the state, said Cenarrusa.

Mr. Cenarrusa introduced **Ben Ysursa**, Chief Deputy to Pete Cenarrusa, who acknowledged the fact that the Secretary of State is the Chief Election Official of the State of Idaho, along with the respective County Clerks, who are the Chief Election Officials within their own counties. This is set up by the Legislature, he said referring to the "2000 General Election" map (refer to handout). The Secretary of State certainly intends to appoint an in-house, by-partisan task force to look at the voting procedures in a deliberate/rational fashion. Ysursa comments that any technical help the state agencies and ITRMC can provide would be appreciated.

Senator Hal Bunderson addressed **technology** and the **security issues** surrounding voting procedures, noting that Ysursa previously indicated some of the technological options available, such as the touch screen voting. Senator Bunderson also inquired about discussions with the Association of Secretaries of State regarding national re-evaluation of the way in which voting is conducted. Mr. Ysursa advised that the Election Center, the National Association of Secretaries of State, the National Association of

State Election Directors, a joint committee of said associations, and federal legislation are all involved. Also adding that this is going to be a very high visibility topic. We must identify the problem. In conjunction, it has been determined that there is a perceived problem with punch cards, although Idaho has done well with them. In Idaho, punch cards were started in 1972. Idaho currently has 14 counties using a newer system, Optical Scan. A question was raised as to whether old systems functioning well in certain counties should have to be changed e.g. Optical Scan, paper ballots. These situations need to be studied and rational solutions must be found, Ysursa said. He emphasized that there is no limit on what can be done to obtain the best solution for the voters of Idaho if everyone is involved.

Chairman Ahrens asked how counties are managing **same-day registrations** and how they are utilizing databases. Ms. Ahrens also noted that the Election Record Poll Book is still in use. One thing that might be available to the more populated counties would be connectivity and **Internet access** so that at the time of registration at a particular polling place, the database could be searched for previous recorded registration information. This would create built-in efficiencies at the polling place. This is certainly a possibility, per Ysursa. Election Day registration is indeed a strain on the county, but is a situation that is good for the voters, also said Ysursa. The Secretary of State's Office is always looking for ways to improve.

Mr. Cenarrusa and Mr. Ysursa will review Idaho's position and investigate how technology might be used to improve the voting process in Idaho. He emphasized that we are in the age of technology and must stay ahead of it.

GIS REPORT

(Refer to inserts: Idaho Geospatial Data Infrastructure, Data Sharing Memorandum of Understanding, WGA Policy Resolution 00-034)

Liza Fox presented recent activities related to GIS coordination in Idaho. Ms. Fox mentioned the lead role that Idaho has taken in developing the WGA policy on **Utility and Use of GIS and Remote Sensing Technologies To Support Disaster Services Role at the Local, State and Federal Level** (policy # 00-034). She also mentioned an effort underway by state, local and federal governments to develop a cadastral mapping policy for Idaho supporting another WGA policy (policy # 00-003) on cadastral data development. There is some financial support available from the Idaho BLM office for the development of the statewide cadastral plan.

Senator Hal Bunderson expressed concern about the quality and accuracy of the current land ownership boundaries in GIS. He pointed to problems with the ground control network database provided by BLM and asked how Idaho was going to deal with that issue. Senator Bunderson said that understanding these issues and using groups with more accurate information to identify **ownership boundaries** could help us avoid lawsuits. In addition, this gives us the opportunity to better craft legislature; also to create more accurate boundaries. Ms. Fox responded by noting that this issue is critical for all of the western states. Senator Bunderson's comments captured the spirit behind the Western Governors' Association's policy adopted this past year.

We have this opportunity, with funding from the BLM, to begin to develop a plan for how we are going to handle that information in Idaho, said Fox. We have "holes" in our control in the state and the BLM is working to fill in those holes. **Dwight Bower** mentioned current developments in land surveying technology, along with the global position and the ability to collect more accurate

information. Bower also addressed the number of conflicts involved regarding property lines and how this may be a bigger problem. Ms. Fox stressed the role of certified land surveyors in this process and pointed out that many states in the west, except Idaho, have state surveyors. We need to develop better relationships with the **professional land surveying community** who are actually collecting the information we need to build a strong control network, and it will be a continual process, said Fox.

Liza Fox mentioned that **NASA** is also supporting Idaho's GIS efforts with a small grant to fund workshops at our three universities to educate local government officials on the use of remotely sensed data for planning and land-use decision-making. These workshops will be held in the spring of 2001.

Ms. Fox presented the draft strategic vision for GIS coordination in Idaho called the **Idaho Geospatial Data Infrastructure**. This GIS vision for Idaho was conceived and developed over the past two years through meetings of the ITRMC GIS Task Force, chaired by Hal Anderson and during meetings held over the past eleven months with stakeholders in Idaho's GIS infrastructure. The strategic plan is made of components that support standards for geospatial data collection, storage and use in addition to the technical training and education needed for appropriate use of this technology.

Dwight Bower voiced concern regarding the **centralization of a GIS Clearinghouse**. Idaho is one of last states to get something done with regard to a geospatial data clearinghouse. It seemed to Mr. Bower that Idaho was not going in the direction of having a centralized clearinghouse, as other states have. Idaho does want centralization of a clearinghouse. Although, based on the changes in technology, a *physical* centralized clearinghouse is no longer needed. We would like to set up a virtual distributed clearinghouse that is more accessible to all, Fox said. Technology has moved on since other states started their clearinghouses, and Idaho should take advantages of these technological developments.

Ms. Fox reminded the Council that the **Executive Order 96-24** that coordinated GIS activities in Idaho expired on November 21, 2000. Chairman Ahrens suggested the Council write a letter to Governor Kempthorne, expressing that it has been agreed upon that the creation of a new **Executive Order** would be best. An Executive Order allows for flexibility in coordinating this technology, she said. The Council will have a chance to review the draft Executive Order at the February 20, 2001 ITRMC meeting.

MOTION TO PROVIDE LANGUAGE FOR LETTER RE: EXEC. ORDER 96-24

Senator Hal Bunderson moved Connie Spofford seconded a motion for the ITRMC Council to draft a letter to Governor Kempthorne indicating that Executive Order 96-24 be re-written and the motion passed unanimously.

ACCESS IDAHO UPDATE

Bill Farnsworth provided an update on Access Idaho. The Access Idaho web site is kept fresh and new, and a lot of good feedback has been received, Farnsworth said. In addition, the Steering Committee meets frequently with **Scott Somerhalder** to discuss specifically the General Managers Report, along with ongoing and future projects. Recently, the Farnsworth and Somerhalder were able to attend a conference, held by Mary Elizabeth Jones, at CSI. There, they were able to confer with the

public and to get feedback from many in the community. One of the essential things that have been put into place is the **on-line Credit Card Application**, used as a payment option. Previously, no payment option was in place. Other payment options are currently being looked at, also.

Chairman Ahrens mentioned that Idaho and Access Idaho would soon be receiving an innovation award for the **best all-around web site** in the country, presented by the Council of the State Governors. This, awarded by Governor Kempthorne, will be accepted by Bill Farnsworth.

There was discussion (between Senator Hal Bunderson and Nancy Szofran) regarding relaying information to other state agencies about the launch of Idaho's **electronic campus**. Communication will begin with Public service Announcements and will then go to radio. A Public Information Officer is working with **Jeff Walker**, Access Idaho, to develop a promotional plan. Bill Farnsworth introduced Jeff Walker.

Scott Somerhalder discussed progress Access Idaho has made since the launch of their web site in May 2000 (refer to insert - Access Idaho's General Manager's Report). Also discussed were projects in progress as well as upcoming projects. Last year, the Division of Building Safety was in quandary over how to work with renewing contractor's permits. They contracted with another company to build a back-end database. From the beginning, the Division of Building Safety involved Access Idaho in meetings, knowing that it would be to their advantage, with regard to offering contracting permits on-line. Access Idaho has also worked with other various agencies in this fashion, such as Occupational Licensing. Due to demand for web site help, Somerhalder met with Carla Casper and Jon Eckerle (Department of Administration) regarding the development of web sites in a timely manner. Access Idaho can work with other agencies and streamline the process, Somerhalder said. One other completed project is an auditing process for the transfer of funds, and participating agencies are very happy with this process.

Bill Farnsworth explained the **Idaho Web-Based Services for Citizens** handout (refer to insert). Farnsworth has worked with Carla Casper concerning implementation of a **server** for the Department of Administration. Budgeting for a server has been provided by Cliff Green (Professional Technical Education), as well as other supporting agencies. The advantage is the ability to build databases for various agencies. The timeframe to get hardware installed is eight days (December 13, 2000). Jon Eckerle is involved and will help to develop the databases and the front-end programs.

QUARTERLY REVIEW OF STANDARDS POLICY & RECOMMENDATIONS

Bill Farnsworth presented an update to the Standardization Policy 2000-01 (refer to insert).

There was discussion between Senator Hal Bunderson and Bill Farnsworth regarding integration and upgrades of software programs, which were installed onto laptops for members of the Legislature. Farnsworth agreed to talk with Glen Harris at the Legislative Services Office regarding these issues. Currently, the Standardization Policy includes information regarding standard software programs in use by state agencies.

MOTION TO APPROVE STANDARDIZATION POLICY 2000-01

Sen. Hal Bunderson moved and John Peay seconded a motion to approve ITRMC Standardization Policy 2000-01, and after some discussion, the motion passed unanimously.

2001 ITRMC MEETING SCHEDULE

Chairman Ahrens presented the proposed 2001 ITRMC Meeting Schedule to the Council members. There was brief discussion on the proposed dates and possible E-Government Boot Camp Meeting to be held October 2001.

The revised ITRMC meeting schedule is as follows:

- **February** - Tuesday, February 20, 1:30 p.m., East Conference Room
- **April** - Wednesday, April 25, 8:30 a.m., East Conference Room
- **June** - Wednesday, June 27, 8:30 a.m., East Conference Room
- **August** – Wednesday, August 29, 8:30 a.m., East Conference Room
- **October** - Tuesday, October 16, 8:30 a.m., East Conference Room
- **December** - Wednesday, December 12, 8:30 a.m., East Conference Room

NEW BUSINESS/ADJOURNMENT

As there was no other new business to come before the Council, Chairman Pam Ahrens thanked those in attendance and adjourned the meeting at 11:00 a.m. There was a special Security Session held shortly thereafter, for which separate minutes have been prepared. The next ITRMC meeting is scheduled for Tuesday, February 20, 2001 from 1:30 p.m. - 4:00 p.m. in the **East** Conference Room, Joe R. Williams Building.

Respectfully submitted,

Emily Gales, ITRMC Staff